

Minimum Federal Requirements

Information Required on Applications from Sponsoring Organizations

(Reflects changes in CACFP interim rule published September 1, 2004)

New Application (approved 10/1/04)	Year 1 (10/1/05)	Year 2 (10/1/06)	Renewal Application (period beginning 10/1/07)
Eligibility information for blended rate (for sponsored centers)	Resubmitted to allow SA to calculate blended rate (sponsored centers)	Resubmitted to allow SA to calculate blended rate (sponsored centers)	Resubmitted to allow SA to calculate blended rate (sponsored centers)
Documentation of licensing for all sponsored facilities	Annual update (unless SA already has information from State licensing agency)	Annual update (unless SA already has information from State licensing agency)	Annual update (unless SA already has information from State licensing agency)
“Title XX” or 25% free or reduced- price documentation (sponsored proprietary centers)	“Title XX” or f/rp documentation (collected monthly from sponsored proprietary centers, so no need for separate collection)	“Title XX” or f/rp documentation (collected monthly from sponsored proprietary centers, so no need for separate collection)	“Title XX” or f/rp documentation (collected monthly from sponsored proprietary centers, so no need for separate collection)
Media release	Resubmit to SA, unless SA issues Statewide release	Resubmit to SA, unless SA issues Statewide release	Resubmit to SA, unless SA issues Statewide release
Budget and complete management plan	Budget, and any necessary amendments to management plan in support of the budget	Budget, and any necessary amendments to management plan in support of the budget	Budget and complete management plan
15% cap (center sponsors only)	15% cap (center sponsors only, as part of annual budget submission)	15% cap (center sponsors only, as part of annual budget submission)	15% cap (center sponsors only, as part of annual budget submission)
FDCH/child eligibility information	(Collected monthly from sponsors, so no separate collection)	(Collected monthly from sponsors, so no separate collection)	(Collected monthly from sponsors, so no separate collection)

New Application (approved 10/1/04)	Year 1 (10/1/05)	Year 2 (10/1/06)	Renewal Application (period beginning 10/1/07)
	needed)	needed)	needed)
Sponsor provides training to each facility prior to Program operations	Sponsor verifies that all facilities have adhered to training requirements	Sponsor verifies that all facilities have adhered to training requirements	Sponsor verifies that all facilities have adhered to training requirements
(Not required on initial application)	Submit list of FDCH qualifying for tier I on basis of food stamps participation (FDCH sponsors only)	Submit list of FDCH qualifying for tier I on basis of food stamps participation (FDCH sponsors only)	Submit list of FDCH qualifying for tier I on basis of food stamps participation (FDCH sponsors only)
VCA documentation			New VCA documentation submitted as part of renewal application
SA checks National DQ List for institution and principals			SA checks National DQ List for institution and principals
Certification: past performance			Certification: past performance
Certification: criminal conviction			Certification: criminal conviction
Outside employment policy			Outside employment policy
Demonstrate that participation will provide access to unserved facilities (FDCH sponsors only)			

New Application (approved 10/1/04)	Year 1 (10/1/05)	Year 2 (10/1/06)	Renewal Application (period beginning 10/1/07)
Agreement (assumes SA elects to use permanent agreement)			
Advance preference (if SA offers advances)			
Commodity preference			
Nondiscrimination statement			Prohibited. Institution is only required to submit when there is a change.
Free and reduced- price statement			Prohibited. Institution is only required to submit when there is a change.

Blank boxes indicate that there is no Federal requirement to submit information, either as part of the reapplication or as a non-application information submission requirement.

Regulatory sources:

- §226.6(b)(1): Application requirements for new independent centers
- §226.6(b)(2): Application requirements for renewing independent centers
- §226.6(f)(1): Annual information submission requirements
- §226.16(d)(2): Training requirements for new facilities